

**Meeting Minutes
Civil Service Commission
December 1, 2021
ZOOM
5:00 PM**

Commissioners present: Jaime Kemper, Ray LaBate

Secretary/Chief Examiner: Lt. Steve Sabourin

Staff present: Lt. Steve Sabourin

Call to Order: 5:02pm

Approval of Minutes:

- Jaime Kemper motioned and Ray LaBate seconded the approval of the minutes from the 11/10/2021 meeting

Public Comment: None

Police Department Report:

- Lt. Sabourin provided a hiring update. Officer Dean is off FTO; Officer Dunklee is in phase 2 of FTO and progressing well; three (3) other candidates are in the various stages of the background process.
- Sgt. Warwick and Ofc. Benjamin have advised they will likely be leaving the department. PD will be advertising for external Sergeant candidates, due to a lack of experience internally.
- PD will be scheduling Chief's interviews for entry level candidates to fill the .5 FTE position approved by Council.
- Lt. Sabourin explained the application period and process that external Sergeant candidates will complete. Lt. Sabourin informed the commissioners they will likely be needed to assist with monitoring steps of the process. The commissioners asked to be notified as soon as possible.
- Lt. Sabourin informed the commission that the City Christmas tree lighting event will be taking place on 12/3.
- Lt. Sabourin posed a question about a master copy of the civil service rules and where one might be located. The commission was unaware of said copy and Lt. Sabourin offered to update language with the date it was updated, after it is voted in, and provide it to the commission afterward.

New Business: None

Next Meeting: January 5, 2022

Adjourn: Approximately 5:25pm